

All Departmental Elements may be used when addressing correspondence to first-level organizations at Headquarters and the Field.

Secretary

Deputy Secretary

Under Secretary of Energy

Assistant Secretary for Electricity Delivery and Energy Reliability

Assistant Secretary for Energy Efficiency and Renewable Energy

Assistant Secretary for Environmental Management

Assistant Secretary for Fossil Energy

Assistant Secretary for Nuclear Energy

Director, Office of Civilian Radioactive Waste Management

Director, Office of Legacy Management

Under Secretary for Science

Director, Office of Science

Under Secretary for Nuclear Security/Administrator, National Nuclear Security Administration

Administrator, Energy Information Administration

Assistant Secretary for Congressional and Intergovernmental Affairs

Assistant Secretary for Policy and International Affairs

Chief Financial Officer

Chief Health, Safety and Security Officer

Chief Human Capital Officer

Chief Information Officer

General Counsel

Inspector General

Director, Office of Economic Impact and Diversity

Director, Office of Hearings and Appeals

Director, Office of Intelligence and Counterintelligence

Director, Office of Management

Director, Office of Public Affairs

Administrator, Bonneville Power Administration

Power Marketing Administrations Liaison Office

OPERATIONS OFFICES

Idaho Operations Office

Richland Operations Office

Savannah River Operations Office

LABORATORIES

Ames Laboratory

Argonne National Laboratory

Bettis Atomic Power Laboratory

Brookhaven National Laboratory

Environmental Measurement Laboratory

Fermi National Accelerator Laboratory

Idaho National Laboratory

Knolls Atomic Power Laboratory

Lawrence Berkeley National Laboratory

Lawrence Livermore National Laboratory

Los Alamos National Laboratory

National Energy Technology Laboratory

National Renewable Energy Laboratory
New Brunswick Laboratory
Oak Ridge National Laboratory
Pacific Northwest National Laboratory
Princeton Plasma Physics Laboratory
Radiological & Environmental Sciences Laboratory
Remote Analytical Laboratory
Sandia National Laboratories, New Mexico and California
Savannah River Ecology Laboratory
Savannah River National Laboratory
Stanford Linear Accelerator Center
Thomas Jefferson National Accelerator Facility (Jefferson Lab)

FIELD OFFICES

Carlsbad Field Office
Golden Field Office
Ohio Field Office
Paducah/Portsmouth Field Office

BUSINESS/SUPPORT CENTERS

Chicago Office
EM Consolidated Business Center
NNSA Service Center
Oak Ridge Office

SITE OFFICES

Ames Site Office
Argonne Site Office
Berkeley Site Office
Brookhaven Site Office
Fermi Site Office
Kansas City Site Office
Hanford Site Office
Kansas City Site Office
Livermore Site Office
Los Alamos Site Office
Nevada Site Office
Oak Ridge Site Office
Office of River Protection Site Office
Pacific Northwest Site Office
Pantex Site Office
Pittsburgh Naval Reactors Office
Princeton Site Office
Sandia Site Office
Savannah River Site Office
Schenectady Naval Reactors Office
Stanford Site Office
Thomas Jefferson Site Office
Y-12 Site Office

SECRETARY'S AWARD PROGRAM

2008 OVERVIEW

BACKGROUND

The Department of Energy has a long-standing tradition of recognizing employees who go above and beyond the call of duty in their work endeavors. In 2007, at the direction of the Secretary, the Office of Human Capital Management enhanced this tradition by developing a new and more robust awards program – the Secretary's Award Program. This program is comprised of three distinct components: first, a set of annual awards known as the Secretary's Honor Awards; second, a component known as the Secretary's Appreciation Award that can be given at any time; and third, a component that includes a set of Departure Awards that may also be given at any time.

To date, the Secretary has presented a number of Appreciation and Departure awards; and in April 2008 hosted the first annual Secretarial Honor Awards Ceremony to present the inaugural Secretary's Honor Awards.

GUIDE OVERVIEW

The purpose of this guide is to provide an updated overview of the Secretary's Awards Program in concert with the call for nominations for the 2008 Secretary's Honor Awards.

CONTENTS:

- AWARDS: A Refresher Description and Criteria of each Secretarial Award;
- NOMINATION PROCESS for each Award type;
- NOMINATION PACKAGE REQUIREMENTS for each Award type;
- SELECTION PROCESS for each Award type; and
- FREQUENTLY ASKED QUESTIONS

POINTS-OF-CONTACTS

The Office of Human Capital Management is responsible for managing the Secretary's Awards Program.

Additional information on the Secretary's Awards Program is available online at <http://humancapital.doe.gov/pers/Awards.htm>

Comments and questions not addressed in this guide may be sent to honor.awards@hq.doe.gov

THE AWARDS

The following is a summary of the awards comprising the Secretary's Award Program: the Secretary of Energy Honor Awards; the Secretary's Appreciation Award; and the Secretary's Departure Awards.

I. The Secretary of Energy's Honor Awards

The Secretarial Honor Awards consist of three types of awards -- the James R. Schlesinger Award; the Excellence Award; and the Achievement Award – **given out annually** at a Departmental ceremony to be held in Washington, DC.

The James R. Schlesinger Award

This award represents the highest non-monetary level of recognition an employee or contractor can receive in the Department. It is bestowed upon **one** individual each year whose outstanding performance is responsible for contributions of national importance or for affecting significant improvement to the successful implementation of the Department's mission.

The award recipient should have a record of consistently demonstrating outstanding leadership in public service and should exhibit the highest levels of integrity, professionalism, and dedication throughout their service to DOE. All DOE employees and contractors who meet the criteria are eligible to receive this award; however, **it is intended for one individual recipient each year.**

The recipient will receive a polished brass and mahogany clock along with a shadow box-framed calligraphy certificate signed by the Secretary of Energy and a commemorative medal honoring former Secretary of Energy James R. Schlesinger.

The Secretary of Energy's Excellence Award

This award is designated for individuals who have a singular accomplishment that demonstrates a high level of performance and outstanding leadership in public service. The individual's overall achievements must be substantial; outside the normal course of duty; and must significantly benefit the Department's mission and the Nation. This award is intended for individual recipients; however, there **can be multiple recipients** (typically four to ten; at the discretion of the Secretary) of this award each year.

Recipients will receive a crystal medallion award and a leather-encased certificate signed by the Secretary of Energy.

The Secretary of Energy's Achievement Award

This award is bestowed upon a **group or team of DOE employees or contractors** who together accomplished significant achievements on behalf of the Department. These groups should demonstrate cooperation and teamwork in attaining their goals. This award is **typically awarded to one to three** (or more at the Secretary's discretion) **groups/teams** each year.

Each individual member of the team or group will receive a crystal statue and leather encased certificate signed by the Secretary of Energy.

II. The Secretary of Energy's Appreciation Awards

These awards are to be given at the discretion of the Secretary at any time.
The Secretary will personally present these awards to the recipients.

The *Secretary of Energy's Appreciation Award* was created to provide more immediate recognition for accomplishments. This award is given to employees or contractors for making a noteworthy contribution to the Department beyond the scope of their normal work responsibilities.

Recipients will receive one of four items (a Department of Energy flag; a Department of Energy paperweight; a pewter box with a Secretary of Energy coin or a Secretary of Energy pen) and a framed certificate signed by the Secretary of Energy.

III. The Secretary of Energy's Departure Awards

These awards are to be given at the discretion of the Secretary at any time.
These awards are typically given to the recipient by the employing office. Whenever feasible, the Secretary's Office may schedule a photo opportunity with the Secretary and award recipient. There are three awards in this component of the program. They include:

The Secretary's Exceptional Service Award

This award is given in recognition of outstanding and unique accomplishment and leadership that exemplifies the highest standards of and dedication to public service and significantly benefits the Department and the Nation. This honorary award is reserved for recognition of an individual's achievements upon departure from the Department of Energy and is the highest award that can be bestowed at that time.

Recipients will receive a Nickel Plated Executive Clock and a leather encased certificate signed by the Secretary of Energy.

The Secretary's Distinguished Service Award

This award is given in recognition of continuous and distinctive achievements, within or beyond an individual's area of responsibility, which are of substantial value to the Department. This honorary award is reserved for recognition of an individual's achievements upon departure from the Department of Energy.

Recipients will receive a Department of Energy Medallion encased in a mahogany box and a certificate signed by the Secretary of Energy.

The Secretary's Meritorious Service Award

This award is given in recognition of superior achievements that are within or beyond an individual's area of responsibility, and have significantly advanced the Department's mission. This honorary award is reserved for recognition of an individual's achievements upon departure from the Department of Energy.

Recipients will receive a Department of Energy Bronze plaque and a certificate signed by the Secretary of Energy.

THE NOMINATION PROCESS

The Nomination Process and requirements for the Honor Awards differ from those of the Appreciation and Departure Awards.

ALL AWARD NOMINATION PACKETS:

May be initiated at any level of the organization (most typically the employee's immediate supervisor) and must go through the normal supervisory channels;

MUST be approved by an Under Secretary, Assistant Secretary, or equivalent; and

Are submitted to:

Office of Human Capital Management
ATTN: Secretary's Awards Program Manager
HC-1; Room 4E-084
1000 Independence Avenue, SW
Washington, DC 20585

I. The Secretary of Energy Honor Awards

Key components:

The Secretary of Energy will solicit nominations for Honor Awards annually. All nominations must be submitted under cover memorandum from the Departmental Element Head or Laboratory Director to the Secretary of Energy through the Chief Human Capital Officer.

- All nominations must be received in the Office of Human Capital Management by the established due date.

The nomination form with relevant supporting documentation can be initiated at any level of the organization, but **all nominations must be approved by an Under Secretary, Assistant Secretary, or equivalent**. Once the nomination packet is complete and approved by the appropriate senior DOE Official, the packet must be sent to the Office of Human Capital Management for an initial review to ensure that the nomination meets the program criteria.

See below for Nomination Packet content requirements.

The Secretarial Honor Award Nomination Packet must contain:

1. A **justification cover memorandum** to the Secretary of Energy, through the Chief Human Capital Officer, from by the approving DOE Official noting the specific award for which the individual is being nominated and the official's personal approval justifying the award nomination.
 - Memorandum must include the full name(s) and organization(s) (if different from the nominating office) of each individual employee being nominated for the award.
2. A **completed nomination form** (be sure to include the correct spelling of the nominee's full name as it is to appear on the certificate, award, or citation) signed by the initiator, manager/supervisor (if applicable and appropriate), and **must have the signature of the Under Secretary, Assistant Secretary, or equivalent Head of Departmental Element or Lab Director**.
 - For the Achievement Award, a separate Nomination Form is required for each nominee.
3. An **award justification narrative** (included on the Nomination Form or in an addendum attachment) that addresses the criteria outlined in the awards program, as well as provides a detailed outline of specific accomplishments upon which the award recommendation is being based.
 - Avoid submitting justifications written in general terms; describing normal job duties and responsibilities; or lacking information on specific accomplishments and/or the impact of these accomplishments on the Department or Nation.
4. The **award citation text**.
 - The text citation for the award item should be clear and concise and should not exceed two short paragraphs or 20 lines of text.

Send a hard copy to the address above AND send an electronic copy by email to Honor.Awards@hq.doe.gov.

Award nomination packets will not be processed until a hard copy and PDF copy with approval signatures are received.

The Office of Human Capital Management will send an e-mail confirmation to the submitting office once the complete nomination packet has been received and is in process.

II. Appreciation Award

The nomination form with relevant supporting documentation can be initiated at any level of the organization, but **all nominations must be approved by an Under Secretary, Assistant Secretary, or equivalent**. Once the nomination packet is complete and approved by the appropriate senior DOE Official, the packet must be sent to the Office of Human Capital Management for an initial review to ensure that the nomination meets the program criteria.

The Appreciation Award Nomination Packet must contain:

1. A **completed nomination form** (be sure to include the correct spelling of the nominee's full name as it is to appear on the certificate, award, or citation) signed by the initiator, manager/supervisor (if applicable and appropriate), and **must have the signature of the Under Secretary, Assistant Secretary, or equivalent Head of Departmental Element or Lab Director**.
 - A separate Nomination Form is required for each nominee.
2. An **award justification narrative** (included on the Nomination Form or in an addendum attachment) that addresses the criteria outlined in the awards program, as well as provides a detailed outline of specific accomplishments upon which the award recommendation is being based.
3. The **award citation text**.
 - a. The text citation for the award item should be clear and concise and should not exceed two short paragraphs or 20 lines of text.

Nominations for all Secretarial Appreciation Awards listed **must be submitted a minimum of three weeks prior to the award presentation**. Nominations must include the date (if applicable) the award will be presented to the individual.

III. Departure Awards

The nomination requirements for the Departure award are the same as for the Appreciation Award – with the important exceptions listed below:

On the nomination form

- Be sure to indicate the **Award Date** (that goes on the Certificate) and a **Presentation Date** (when the Award will be presented to the employee) on the nomination form.
- Indicate a **point-of-contact** in the organization that is familiar with the nomination and can receive the award items in advance of the presentation.

Nominations **must be submitted a minimum of 30 days prior to the Presentation Date**.

THE SELECTION PROCESS

All nomination packages will be reviewed by the Office of Human Capital Management for completeness. The Secretarial Awards Program manager will notify the nominating office of any packet deficiencies.

I. Honor Awards

A Secretarial Awards Review Committee will review all Honor Award nomination packages.

- The Committee is comprised of: the Chief of Staff; the Deputy Secretary; the Under Secretaries and their career seconds; and the Director of Human Capital Management (or their designees).

Final determinations on awards will be made by the Secretary.

Once the final awards have been approved by the Secretary, the Secretary's Award Program manager will notify the requesting Senior DOE Official via electronic mail.

Notifications will also be sent to Senior DOE Officials concerning non-selections.

IMPORTANT: Requesting Officials and or supervisors must refrain from notifying the nominee of the submission of the recommendation for the award. Granting the award is at the sole discretion of the Secretary. The Secretary will make all final decisions on award recipients personally after receiving input from the Committee.

II. Appreciation and Departure Awards

Completed nominations will be forwarded to the Office of the Executive Secretariat. The Executive Secretariat will prepare an approval document for the Secretary.

Final determinations on awards will be made by the Secretary.

Upon approval, the Office of the Secretary will notify the Office of Management so that the appropriate award items can be prepared. The nominating office will be notified by appropriate personnel in the Office of the Secretary, Executive Secretariat, and/or Office of Human Capital Management.

- For Departure Awards, the Office of Management will send the award items to the nominating office point-of-contact for presentation to the recipient.

- For Appreciation Awards, the Office of the Secretary will coordinate with the nominating office to schedule a date and time for the Secretary to present the award to the recipients.

IMPORTANT: Requesting Officials and or supervisors must refrain from notifying the nominee of the submission of the recommendation for the award. Granting the award is at the sole discretion of the Secretary.

FREQUENTLY ASKED QUESTIONS

1. Is there a fillable nomination form online?

Yes. The fillable form is online at <http://humancapital.doe.gov/pers/Awards.htm>

2. Who signs the nomination form?

The Under Secretary, Assistant Secretary, or equivalent level Departmental Head must sign the nomination form. In addition, the local office/site manager should sign, along with the initiator (if applicable).

3. What are the criteria for each award?

The award criteria are described in this program guide. They are, however, subjective criteria as the Secretary makes the final determination on award winners. In addition, the awards are not limited to certain achievements, length of service, or other measured results. Nominations are evaluated based on the justifications provided, and the more detailed the description of the accomplishment(s) the easier it is for the review committee to assess the merits of the nominee(s).

4. What is the proposed award date?

For the Departure and Appreciation Award categories, the proposed award date is the date that the award will be presented to the recipient. Typically, for Departure Awards this would be the employees last day at DOE or the date of a retirement/departure celebration event. For the Appreciation Award, this is a suggested award date, but the final presentation date is subject to the Secretary's availability.

5. Can the same nomination justification be used for all nominees in a group award?

Yes, however, a separate nomination form is required for each nominee.

6. Can I include classified information in the award nomination?

No. The nomination packet should only include unclassified information. If necessary, special arrangements may be made for the consideration of classified information as part of the Award nomination. Contact the Program Manager for further instruction.

7. Can I (the initiator or management official) notify employees that they have been nominated?

No. The selection of recipients is at the discretion of the Secretary. It is best to wait until you receive notification that the award has been approved.

8. How will I know if my employee has been selected for an Honor Award?

The Office of Human Capital Management will notify the Heads of Departmental Elements with information on their selected (and non-selected) nominations after the Secretary has made the final decisions. HC will also notify the recipients after you have had the opportunity to share the news personally first.

9. Who can answer other questions regarding this program?

Contact the Honor Awards Program Manager at honor.awards@hq.doe.gov

DEPARTMENT OF ENERGY

Secretary's Awards Program Nomination Form

1. Type of Award (Check Applicable Box)

Secretary's Honor Awards

- ☐ James R. Schlesinger Award
- ☐ Excellence Award
- ☐ Achievement Award

Secretary's Departure Awards

- ☐ Exceptional Service Award
- ☐ Distinguished Service Award
- ☐ Meritorious Service Award

Secretary's

- ☐ Appreciation Award

2. Nominee (Full) Name (As it is to appear on the certificate)

For Departure and Appreciation Awards Only

3. Certificate Date

4. Award Presentation Date

5. Current Position Title

6. Award Justification: Continue on blank sheet of paper and attach if you need more space.

7. Award Citation: A citation of no more than 20 lines must be attached to nomination form.

8. Requesting Office:

9a. Local Approvals: One or more signatures is typical but not required

Requesting DOE Employee/Official	Office Manager	Site or other Local Manager
Print Name:	Print Name:	Print Name:
Signature & Date:	Signature & Date:	Signature & Date:

9b. DOE APPROVING OFFICIAL (REQUIRED)(Head of Departmental Element):

Name and Title (Print):

Signature/Date:

(This Section for Award Program Use)	Recommendation (Initial And Date)		Award Recommended
Reviewing Officials	Approve	Disapprove	
DOE – Office of Human Capital Management:			
(For Honor Awards) Secretarial Awards Committee:			
DOE Secretary:			

AWARD CITATION

UNITED STATES DEPARTMENT OF ENERGY

SECRETARY OF ENERGY AWARD

Enter Citation Text Here